



STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



August 30, 2018

SCHEDULE AND PAY RANGE: 02-10

CLASSIFICATION: Office Operations Associate

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Volk Field, Camp Douglas, WI

SUPERVISOR: Jon Motschenbacher

CONTACT: Allisa Brown, Allisa.Brown@Wisconsin.Gov or 608-242-3164

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 02-10, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: The primary duty of this position is to serve as the Officer Operations Associate and to perform support functions for the Security Forces Operation under direction of the Security Forces (SF) Superintendent and State Supervisor.

- Employee in processing, out processing
- Scheduling and recordkeeping
- Administrative support
- Purchasing

SPECIAL REQUIREMENTS: Ability to pass background check to receive secret security clearance and CAC

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To ensure consideration for this position, please submit materials by 11:59 pm on Tuesday, September 4, 2018. Questions can be directed to the contact listed above.